**Steps to Comply with the E-Rate Requirement of a Basic Technology Plan**

*Important: A Basic Technology Plan is required IF your district has a Technology Plan that will be expiring in 2010* ***AND*** *your district will be applying for E-rate funds this year. The following steps must be completed* ***BEFORE*** *the E-rate Form 470 is filed with USAC.*

1. Review the BASIC PLAN GUIDE
2. Complete the BASIC TEMPLATE and ACTION PLAN.
3. Take the information you gathered on the 2 Templates and go to the Interactive Illinois Report Card Website. (<http://iirc.niu.edu/>)
4. Log-into your Technology Integration Plan (TIP) using the username and password issued to your Superintendent.
5. Enter the information from the templates into the corresponding sections on the website.
6. Click SAVE on all windows.
7. When finished, print a copy of all information what you have entered on the IIRC website.
8. Date and Time stamp your copy, sign the copy and keep in a safe place.